FORDHAM UNIVERSITY
THE JESUIT UNIVERSITY OF NEW YORK

**FORDHAM IT**

Backing Up Your Data – for PC

# Guide to Backing Up Your Data – for PC

# Backing Up Your Data – PC

All the information you keep on your computer is stored on your hard drive. A number of things can happen to your computer that can compromise the drive. Failed hard drives, viruses, and file corruption are all common occurrences that can lead to damage or loss of your files. In order to avoid this, it is recommended that you backup your information to another drive/disc as well. This should not replace saving files to your hard drive – as having your files in two places is safer than one. Having it in three is even better.

Fordham IT recommends backing up your data using at least 2 of the following methods on a regular basis. You should always keep data on your hard drive and back up your data using one of the methods described:


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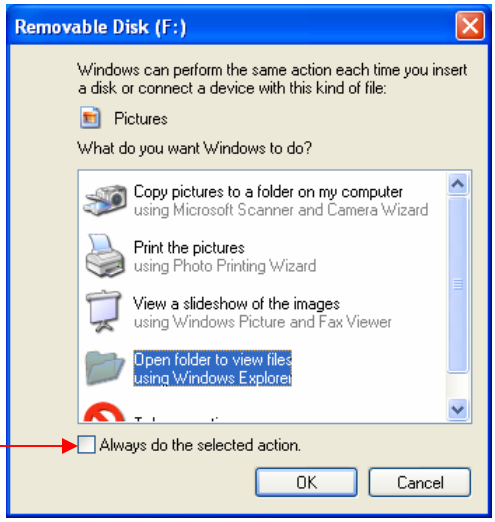
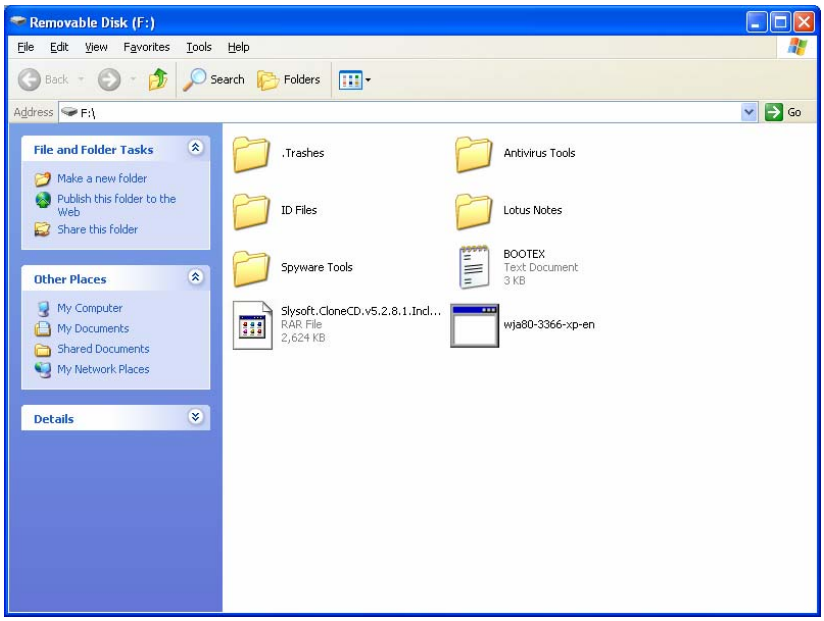
## *Saving to a USB/Flash Drive*

To save data to a USB or Flash drive, plug the drive into one of the USB ports and your computer should automatically find the new hardware.


Removable Disk (F:)
Windows can perform the same action each time you insert a disk or connect a device with this kind of file:
Pictures
What do you want Windows to do?
Copy pictures to a folder on my computer using Microsoft Scanner and Camera Wizard
Print the pictures using Photo Printing Wizard
View a slideshow of the images using Windows Picture and Fax Viewer
Open folder to view files using Windows Explorer
Always do the selected action.
OK
Cancel

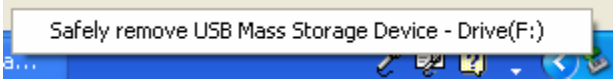
After that, Windows XP will open a window asking you what you would like to do with the disc. Choose **Open folder to view files using Internet Explorer**. You may want to check the box below that says Always do the selected action so that you can skip this step in the future. Click **OK**.

As soon as the new window appears, drag all the files you want from the drive to the window. You may remove any files that you do not want on the disc by dragging them to the recycle bin or pressing the delete key.




When you have finished copying, **do not immediately remove the flash drive from the USB port**. Doing this may result in lost or corrupt data, as the drive is still active.

To safely remove your USB/Flash drive, left click and hold on the icon on the bottom right of your toolbar and click **Safely Remove USB Mass Storage Device** to stop the drive.

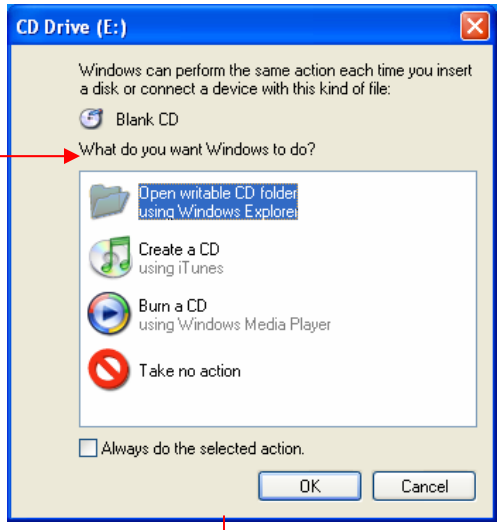


## *Burning Your Data to a CD*

Burning to a CD is an easy option, as long as your machine has a CD burner. Once a CD is burned using a CD-R, data can no longer be added/removed. Being able to add and remove files requires a CD-RW.

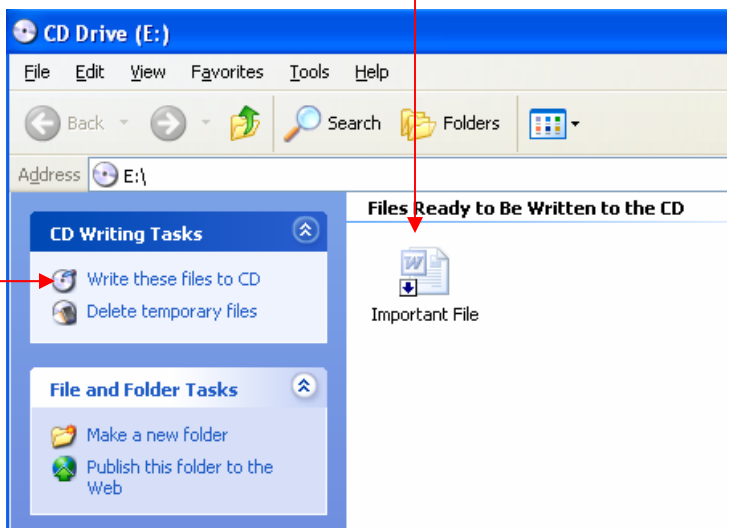
### Using Windows XP

In Windows XP, you can copy documents to a CD-R using the built-in burning capabilities. Insert a blank CD into the CD drive, and Windows XP opens a window asking what you would like to do with the blank CD.


CD Drive (E:)
Windows can perform the same action each time you insert a disk or connect a device with this kind of file:
Blank CD
What do you want Windows to do?
Open writable CD folder using Windows Explorer
Create a CD using iTunes
Burn a CD using Windows Media Player
Take no action
Always do the selected action.
OK
Cancel

Choose **Open writable CD folder using Windows Explorer**.

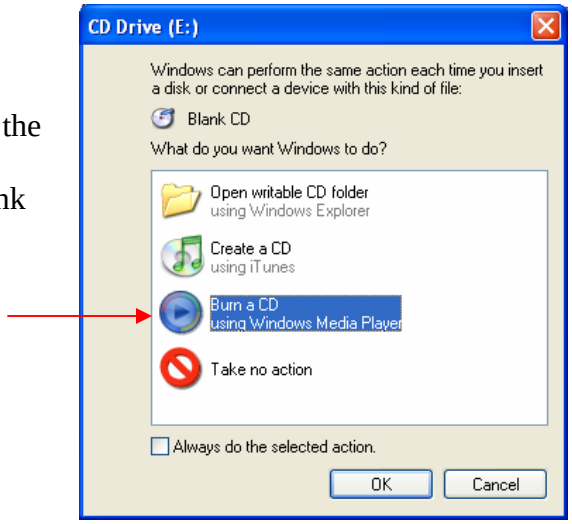
As soon as the new window appears, drag all the files you want burned to the window.


CD Drive (E:)
File Edit View Favorites Tools Help
Back Search Folders
Address E:\
CD Writing Tasks
Write these files to CD
Delete temporary files
File and Folder Tasks
Make a new folder
Publish this folder to the Web
Files Ready to Be Written to the CD
Important File

After all the files that you want on the CD are listed under **Files Ready to Be Written to the CD**, click Write these files to CD to start the burn.

## Using Windows Media Player 10

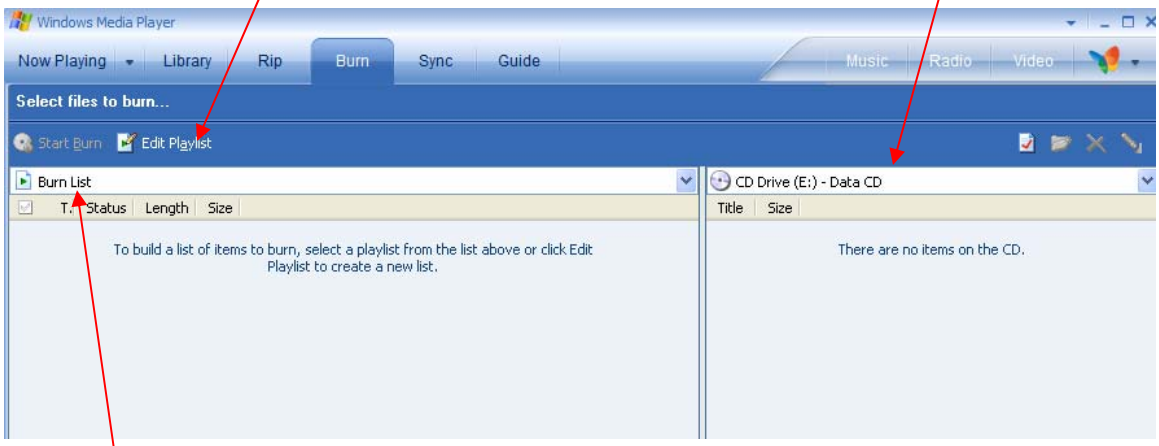
You can use Windows Media Player to copy documents to a CD-R. Insert a blank CD into the CD drive, and Windows XP opens a window asking what you would like to do with the blank CD.


CD Drive (E:)
Windows can perform the same action each time you insert a disk or connect a device with this kind of file:
Blank CD
What do you want Windows to do?
Open writable CD folder using Windows Explorer
Create a CD using iTunes
Burn a CD using Windows Media Player
Take no action
Always do the selected action.
OK
Cancel

Choose **Burn a CD using Windows Media Player**. You may also open the software by going to **Start→Programs→Windows Media Player**

Under **CD Drive (E:)- Audio CD**, pull the drop down menu and change to **Data CD**

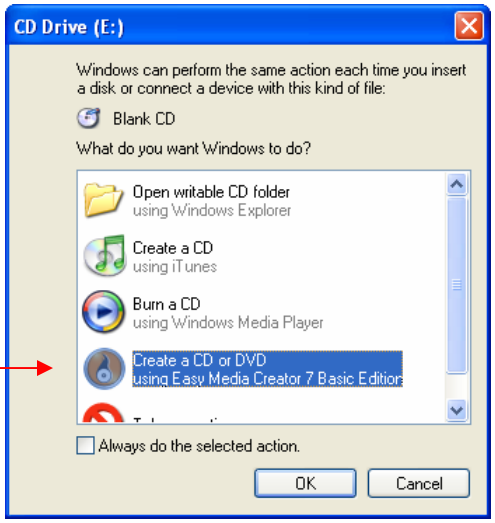
Then click **Edit Playlist** to add documents to burn.




Click on Burn List when you have added all data and you are ready to burn.

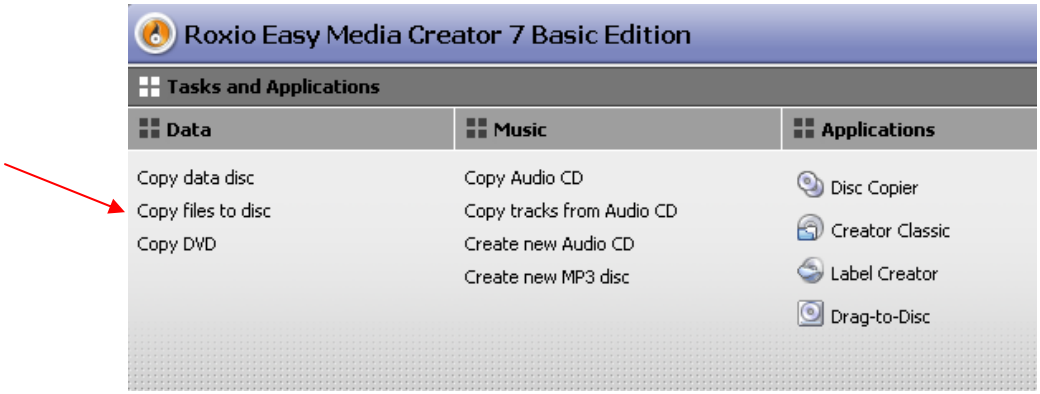
## Using Roxio Easy Media Creator 7

You can use Roxio Easy Media Creator to copy documents to a CD-R. Insert a blank CD into the CD drive, and Windows XP opens a window asking what you would like to do with the blank CD.

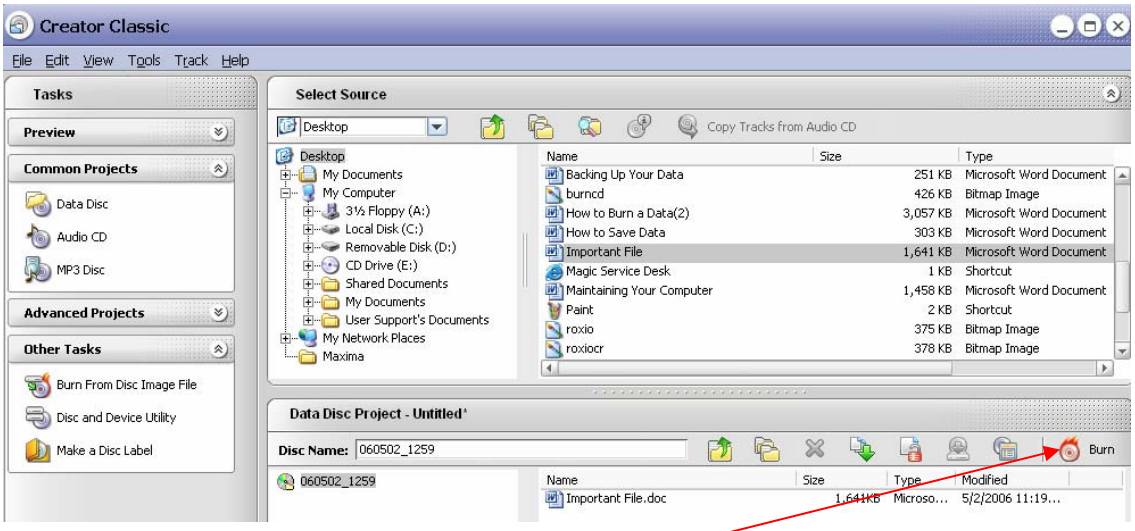

CD Drive (E:)
Windows can perform the same action each time you insert a disk or connect a device with this kind of file:
Blank CD
What do you want Windows to do?
Open writable CD folder using Windows Explorer
Create a CD using iTunes
Burn a CD using Windows Media Player
Create a CD or DVD using Easy Media Creator 7 Basic Edition
Always do the selected action.
OK
Cancel

Choose **Create a CD or DVD using Easy Media Creator 7 Basic Edition.** You may also open the software by going to **Start→Programs→Roxio Easy Media Creator 7**

Choose **Copy files to disc.**



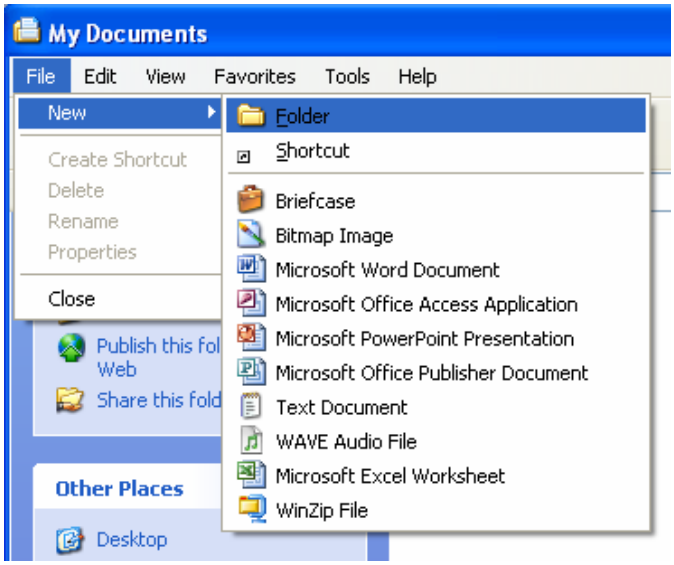

Under **Select Source**, browse for the files you want to burn to the CD and then drag them to the **Data Disc Project** area below.



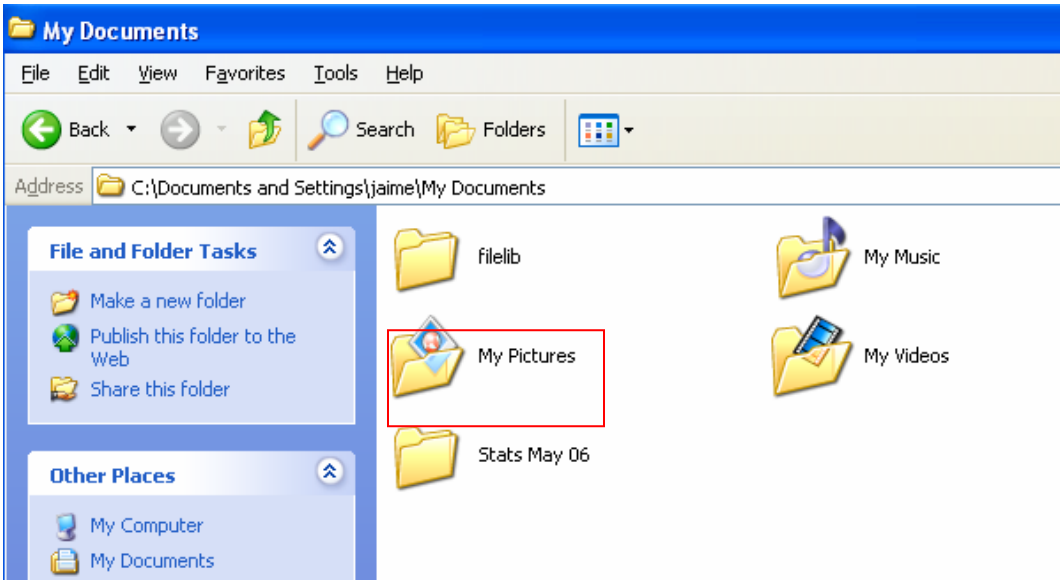

Once everything is listed, click the Burn icon.

## *Saving to Your Hard Drive*

When saving data to your hard drive it is recommended that you use the **My Documents** folder. This is the default location Windows XP uses to save something. Therefore, if you organize documents within this folder, you will find it easy to keep track of your data.




To create a new folder within My Documents, go to **File→New→Folder**. Name the folder something to help you organize your documents. Keeping files in folders makes it easier to back up data and find files quickly. Make sure that when you save files, you specify the correct folder to save to.




If you are using documents or files at home/work, dragging and dropping the contents of your **My Documents** folder into a USB/CD/zip/floppy at the end of each day is helpful. Plus, if you keep a similar filing system at home, you can drag and drop the contents of your drive/disc into the **My Documents** folder back and forth as needed.

As always, it is important to keep your virus definitions up to date as transferring data on a regular basis will leave you more susceptible to virus infection.

FOR ADDITIONAL ASSISTANCE BETWEEN THE HOURS OF 8:00AM AND 8:00 PM PLEASE CALL THE UNIVERSITY HELP DESK AT: 718-817-3999.